



U.S. Customs and Border Protection

Laredo Sector Centralized Processing Unit Standard Operating Procedures

Law Enforcement Sensitive – For Official Use Only

February 2018

Table of Contents

- 1. Purpose**
- 2. Policy**
- 3. Authorities/References**
- 4. Definitions**
- 5. Facility**
- 6. Requirements**
- 7. Pre-Intake**
- 8. Intake (Search, Enrolling and Classification)**
- 9. Processing**
- 10. Special Circumstances**
- 11. High Risk Detainees**
- 12. Shift Turn Over**
- 13. Performance Measurements**
- 14. Checklists**

(b)(5), (b)(7)(E)

(b)(5), (b)(7)(E)

- a. CBP Form 3501 (06/08)

18. Alien Property

- a. Memorandum: *“New Procedures for Handling and Disposition of Non-Forfeitable Abandoned Currency”* dated March 31, 2006
- b. Memorandum: *“Procedures for the Disposal of Alien Property”* dated September 5, 2003
- c. “ Authorization for Release of Personal Effects Hold Harmless & Release Agreement”
Form
- d. “Notice of Abandonment” Form
- e. CBP Form 6051S (03/04)

SUBJECT: Laredo Sector Centralized Processing**Unit Reference Number:****Date Issued:****Laredo Sector Centralized Processing Unit**

1. **PURPOSE.** This directive establishes Sector Standard Operating Procedures (SOP) for the Laredo Sector Centralized Processing Unit (LRTCPU) and will establish guidelines and common practices for all stations within the Laredo Sector.
2. **POLICY.** This SOP is meant only to augment and not replace National Border Patrol Policy. Detainees arriving at the LRTCPU for processing will be processed as per current guidelines and will be housed within established policies set forth in the National Border Patrol Policy #08-11267 *“Hold Rooms and Short Term Custody”*.
3. **AUTHORITIES/REFERENCES.**
 - 3.1 Title 8, United States Code, Section 1226
 - 3.2 Title 8, Code of Federal Regulations, Section 236
 - 3.3 Border Patrol Handbook
 - 3.4 Officers Handbook (M-68)
 - 3.5 The Law of Arrest, Searches and Seizures for Immigration Officers (M-69)
 - 3.6 Hold Rooms and Short Term policy
 - 3.7 Customs and Border Protection’s Use of Force Policy Handbook
 - 3.8 Memorandum from Chief Patrol Agent John W. Montoya dated September 5, 2003.

4. DEFINITIONS:

- 4.1 Custody. The period of time in which a detainee is under arrest or is detained in a Border Patrol hold room.
- 4.2 Detention Log. The Detention Log is a database that is used to track detainees entering the Laredo Sector Centralized Processing Unit.
- 4.3 Excess Clothing. Any clothing that the detainee is not wearing. Detainees may wear one pair of pants, appropriate undergarments, a shirt, socks, footwear or other clothing items that do not create an officer safety hazard or health risk.
- 4.4 Hold Cell. An area as a detention cell, a search room, or an interview room in which detained persons are temporarily held pending processing or transfer.
- 4.5 High Risk Detainee. Any detainee that shows signs of distress, hostility, depression or other unusual behavior that may pose an undue risk to himself/herself or others.
- 4.6 Open Area. An area within the secure facility where the detainee is not in a locked room but where there are locked doors to prevent escape (i.e., a processing room).
- 4.7 Juvenile- A person under 18 years of age.
 - 4.7.1 Persons under the age of 18 who have been emancipated by a state court or convicted and incarcerated for a criminal offense as an adult are NOT considered juveniles. Such individuals must be treated as adults for all purposes including confinement and release on bond.
 - 4.7.2 If a reasonable person would conclude that an individual claiming to be a juvenile is really an adult, that person will be treated as an adult for all persons, including transportation, confinement, and release on bond or own recognizance. Age determination will be conducted, if necessary, in accordance with Immigration Customs Enforcement guidelines on age determination
 - 4.7.3 An unaccompanied alien child (UAC) is defined in section 462 (g) (2) of the Homeland Security Act of 2002 as a child who:
 - A. Has no lawful immigration status in the United States;
 - B. Has not attained 18 years of age; and

C. With respect to whom-

- i. There is no parent or legal guardian in the United States; or
- ii. No parent or legal guardian in the United States is available to provide care and physical custody

4.8 Intermediate Devices. (b)(5), (b)(7)(E)
(b)(5), (b)(7)(E)

4.9 I-216- Record of Person and Property Transferred.

4.10 I-385- Alien Booking Record.

4.11 I-779- Health and Safety Screening.

4.12 G-166- Report of Investigation.

4.13 I-44- Report of Apprehension and Seizure.

5. FACILITY:

- 5.1 The Laredo Sector Centralized Processing Unit (LRTCPU) will be in a facility mutually agreed upon by key stakeholders that provides a secure environment for both agents and detainees. The location of the facility is subject to change to meet the needs of Customs and Border Protection (CBP) and the Department of Homeland Security (DHS). Currently, the Laredo North Station (b)(7)(E) detention and processing facility has been identified to fulfill the requirements set forth in this policy

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(b)(5), (b)(7)(E)

(b)(7)(E)

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(b)(5), (b)(7)(E)

(b)(5), (b)(7)(E)

(b)(5), (b)(7)(E)

(b)(5), (b)(7)(E)

Quality Control Checklist

SBPA	FOS
	I-867 A/B est. Identity, Alienage, Inadmissibility, Date & Time of entry?
	I-867A/B signed by a witness?
	Apprehension meets 14 day and 100 mile requirement?
	I-213 Charge code indicates I7A
	I-213 narrative indicates alien was advised to speak with Consular Office?
	I-213 narrative includes Credible Fear statement
	I-213 includes GPS Coordinates
	Recidivist & (b)(5), (b)(7)(E)
	Alien Provided copies of I-296, I860?
	REVIEWED BY:

SBPA _____

FOS

E/R CREDIBLE FEAR

Aliens Name: _____

A#: _____

Processing Agent: _____ Star# _____

Apprehending Station:

(3 letter code)

NOTE: Bottom portion of I-860 is to remain blank)

Left Side (Front to Back)

SBPA	FOS
	Fax or E-Mail Receipt
	M-444
	3 X I-296 (all w/ <u>orig</u> Sigs)
	3 X I-860 (all w/ <u>orig</u> Sigs)
	1 X I-867A/B (w/ <u>orig</u> Sigs)
	e3 Photo Sheet

OTM IDENT ALERT: OTM, Criminal or Recidivists

ALL FORMS MUST HAVE

ORIGINAL SIGNATURES !!!

***OTMS WITH MEDICAL PROBLEMS MUST
BE CLEARED BY A DOCTOR OR HOSPITAL.***

PAPERWORK MUST STATE "CLEARED FOR TRAVEL".

PREGNANT FEMALE: (6-8 mths) must be cleared for travel

Right Side (Front to Back)

SBPA	FOS
	I-275 (If B1/B2/BCC Cancelled)
	I-863 (Only if status claim referral to IJ)
	3 X I-203 (A#, FINS, ER in Remarks Section)
	3 X I-213
	IDENT ALERT
	I-214 (Only if Mag Ct.)
	<i>Modified Orantes (El Sals Only)</i>
	List of Legal Service
	I-264 Consular Notification Form
	I-217 (On all OTM's)
	Property Receipt
	Booking Printout
	Record Checks/Ident Printouts (If Any)
	2 X FD-249
	1 X R-84 (green form)
	CDS

Quality Control Checklist

SBPA	FOS

I-867 A/B est. Identity, Alienage, Inadmissibility, Date & Time of Entry?
 Witness signed the I-867B?
 I-203 has the correct Address?
 I-213 Charge Code indicates **I7A1** only
 I-213 indicates alien was advised of right to speak w/Consular Office?
 I-213 includes Credible Fear statement
 I-213 contains GPS coordinates
 Alien provided copies of I-296, I-860// If Needed: I-863, M-444, I-214, List of Free Legal Services

Credible Fear

SBPA	FOS

Checklist

Fax or E-mail; I-860 (Sign

(b)(5), (b)(7)(E)

Place FAX or E-MAIL
 Does Disp. Indicate

Top Portion Only),

Fax: **(b)(5), (b)(6), (b)(7)(C), (b)(7)(E)**

Asylum notified via e-mail or fax of where alien will be held: **(b)(5), (b)(7)(E)**

receipt of transmission in file.
ER/CF?

(Do not issue "Credible Fear Alien" any forms. Forms will be issued by Asylum Officer.)

REVIEWED BY:

SBPA _____

FOS _____

(b)(5), (b)(7)(E)

(b)(5), (b)(7)(E)

(b)(5), (b)(7)(E)

Control Checklist

SBPA	FOS	
		I-867 A/B est. Identity, Alienage, Inadmissibility, Date & Time of Entry?
		I-867A/B signed by witness?
		Apprehension meets 14 day and 100 mile requirement
		I-213 Charge Code indicates I7A1
		I-213 narrative indicates alien was advised of right to speak w/Consular Office?
		I-213 narrative includes Credible Fear statement
		I-213 contains GPS coordinates
		(b)(5), (b)(7)(E)
		Alien provided copies of I-296,I-860,// If Needed: I-863,M-444,I-214,List of FLS

REVIEWED BY:

SBPA _____

FOS _____

(b)(5), (b)(7)(E)

(b)(5), (b)(7)(E)

(b)(5), (b)(7)(E)

(b)(5), (b)(7)(E)

REINSTATEMENTS

Aliens Name: _____

A#: _____

Processing Agent: _____ Star# _____

Apprehending Station: _____

(3 letter code)

Left Side (Front to Back)

Right Side (Front to Back)

SBPA	FOS

I-205 (Mex Nationals
I-294 (Mex Nationals
I-871 (Orig Sigs)3 X I-213
I-215 Q&A-I-214 (Only if
NRC Checks (OTM's
Photo Sheet-I-217 (All

[illegible]

Only) Prosecution Fax Confirmation
Only) 3 X I-203 (Leave Time & Date Blank)
Mag Ct.)
Only) Property Form (Property Form/Only if Mag Ct.)
OTM's)

I-200, I-286 NOT REQUIRED 2 X FD-249

Booking printouts
Records Checks
Ident Hits

R-84
CDS

Property items allowed by US Marshall's are limited to: *Legal Paperwork, Prescribed Eye Wear, U.S. Currency paper money...*

All foreign currency will be logged as property and not claimed as currency.

(b)(5), (b)(7)(E)

[illegible]

Quality Control Checklist

A#, Fins and FBI#s on I-213 match Records checks and (b)(5), (b)(7)(E) printouts.
Verify correct charge
Credible Fear Question (I-215; I213 Narrative) Verify
the correct disposition on I-213 (Reinstatement) Verify
Removal (b)(5), (b)(7)(E)
Fax forms to Prosecutions (I-213, I-214, record checks, and I-215 Q&A) GPS

(b)(5), (b)(7)(E)

(b)(5), (b)(7)(E)

(b)(5), (b)(7)(E)

(b)(5), (b)(7)(E)

(b)(5), (b)(7)(E)

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